

REQUEST FOR PROPOSALS

SOLICITATION NUMBER: 160-2007-001

TITLE: A Historical Report on USAID Assistance to Croatia, 1992 – Present

BACKGROUND: USAID has been operating in Croatia since 1992. During this time, more than \$320 million in assistance has been delivered to Croatia. USAID has implemented a comprehensive transition program that has included return and reintegration in war-affected areas, economic and fiscal reform, strengthening democratic institutions and training activities.

USAID's assistance program in Croatia will end in June 2008. In preparing for the end of assistance, USAID Croatia will conduct a public outreach program that will inform Croatian and American audiences about the programs that it has conducted in Croatia. Central to the planning of this public outreach program is to have a full and accurate accounting of all programs conducted under USAID assistance since the program opened in Croatia in 1992.

SCOPE OF WORK: The person or institution contracted with will conduct research that will result in a historical report on USAID assistance to Croatia from 1992 to the present. The report will consist of information on every project that USAID has conducted Croatia during that timeframe to include the following:

- The Strategic Objective under which the project was implemented
- Project Title
- Value of the Project
- Implementer of the Project
- Start Dates and End Dates of the Project
- The Regions that the Project was conducted in and a List of Project Sites (towns, villages) and an estimate of the project value for each site
- The Major Accomplishments/Successes of the Project
- Principal Beneficiaries and Counterparts for each Project

METHODOLOGY: USAID Croatia will provide the contractor with a list of all projects and funding conducted in Croatia since 1992. The Contractor will then need to utilize a variety of resources to compile the information on each project listed above. These resources will include but not be limited to: official project files located in the USAID Croatia offices and USAID warehouse; contacting former and current USAID implementers; accessing the resources of the national archives; contacting USAID officials in Washington and Budapest; interviewing USAID beneficiaries; and accessing information located in USAID's Center for Development Information and Evaluation (CDIE).

The information gathered will be compiled by the contractor in the format of a comprehensive report and presented to USAID Croatia. It is estimated that this report will be approximately 100 – 150 pages.

DELIVERABLE: A comprehensive report with an Executive Summary followed by the information collected on all projects implemented under USAID Croatia assistance from 1992 to the present to include the following:

- The Strategic Objective under which the project was implemented
- Project Title
- Value of the Project
- Implementer of the Project
- Start Dates and End Dates of the Project
- The Regions that the Project was conducted in and a List of Project Sites (towns, villages) and an estimate of the project value for each site
- The Major Accomplishments/Successes of the Project
- Principal Beneficiaries and Counterparts for each Project
- Testimonials from Reports and/or Interviews

The project shall be written in English and submitted to USAID Croatia in one hard copy and electronically. USAID will expect 2 – 3 progress reports consisting of an oral presentation supported by some of the materials and information collected to that point.

ESTIMATED LEVEL OF EFFORT: Two - Three Months beginning on or about 20 February 2007

PAYMENT: Payment will be made upon completion of the deliverable and acceptance of the deliverable by USAID Croatia. Payment will be made electronically in accordance with the U.S. Government Prompt Payment Act. It is possible that the successful bidder may negotiate a payment schedule based on successful progress reports as well as the completion of the deliverable during the contract negotiation process.

PROPOSALS: Proposals for the Project “A Historical Report on USAID Assistance to Croatia, 1992 – Present” should be submitted no later than the close of business (5 PM Croatia time) than 23 February 2007 to:

Attention: Jeffrey A. Nedoroscik
Executive Officer
USAID Croatia
U.S. Embassy Zagreb
2 Thomas Jefferson Street
Zagreb, Croatia 10010

Or by email at:

usaid-zg@zg.htnet.hr with Subject Line: RFP: Historical Report

Or by Fax at:

385-1-661-2008

All proposals should include the qualifications of the individual(s) or firm submitting the proposal, the methodology to be used in producing the stated deliverable, the

timeframe to complete the deliverable and a budget of the cost to complete the deliverable.

Proposals must demonstrate excellent writing, research and analytical skills. It is strongly encouraged to submit writing samples. Knowledge of USAID as an organization and a familiarity with its programs in Croatia is extremely desirable. Croatian language abilities are also highly advantageous.